WM-18

Shop Stock Approval

Before any shop stock requests can be approved, shop stock approvers (roles) must be assigned to the shop. If you're unable to find shop stock to approve, contact your system administrator.

The following steps assume the user has been setup and approved for **Shop Stock Approvals**.

1.	From the Stock Shop Approval channel, click: Shop Stock Usages	Installation Services Shop Ltor		
	(Work Management > Shop Stock Approval)	1 Shop Stock Usage		
2.	A list of all work orders and phases submitted for approval	Maintenance Services Shop Stor		
	appear. Click: More Detail	O Shop Stock Usages		

Shop Stock Approval							ADMINISTRATO	OR About Help	Logout	
Approve Reject	Se	earch							AiM	
Action		Select All					More Detail			
<u>Error Log</u>	•	Work Order 14/15-001 Phase 008	180 SWO-SHOP CLEAN SHOP CLEANUP-L	NUP ANDSCAPING				Total Count 1.0000 Total Cost \$20.37		
		Transaction Date	Stock Location	Stock Number	Editor	Name	Quantity	Cost	Total	
		✓ Jun 17, 2015	LANDSCAPING CY	ARBOR MULCH			1.0000	\$20.37	\$20.37	
	•	Work Order 14/15-001 Phase 005	227 SWO - GREENSPAC HARDSCAPE	ΞE				Total Count 8.0000 Total Cost \$321.40		
		Transaction Date	Stock Location	Stock Number	Editor	Name	Quantity	Cost	Total	
		Jun 17, 2015	LANDSCAPING CY	SAND			2.0000	\$27.25	\$54.50	
		Jun 17, 2015	LANDSCAPING CY	FESCUE SEED			1.0000	\$67.65	\$67.65	

- 3. Select shop stock requests, check: Select All box or check individual shop stock requests.
- 4. After selecting Charges, Approve or Reject
- 5. **Pop-up Message** the user will receive a count of successful or unsuccessful submissions
 - a. Approved, click: Done
 - b. Failed, click: Done
 - i. Check Error Log for details
 - 1. OPTION 1: Review reason and click: Work Order link to correct
 - a. From Work Order, click: Edit. Make correction and Save.

Approved: 1 - Failed: 0

Done

- b. Return to External Charge Approval screen and Approve
- 2. OPTION 2: From Error Log, click: Done and Reject charge